

Committee: Fire Station Building Committee – Temporary Site Subcommittee

Place: Web Ex

Date: January 11, 2021

Time: 4:00 pm

Chairs Statement: This meeting is being recorded, videotaped or broadcasted. If any other persons present are recording, videotaping or broadcasting this meeting you must notify the chairperson at this time. *City recording via WebEx & citizen Jaydon Grazick Recording*

New Attachments / presentations:

- None

Roll Call

Committee Members & OPM team: Mayor Wedegartner, Carole Collins (City of Greenfield), Chair Dave Moscaritolo, Jean Wall, Peter McIver, Chief Strahan, Jennifer Stromsten, Herb Forgey; From Pacheco Ross - Dennis Ross, Katrina Pacheco, Adam Champagne & Neil Joyce; Butch Hawkins & David Singer, Co-Chairs of full Fire Station Committee.

Members of the public & Town Officials: Marlo Warner (DPW), Fernando Fleury (IT), Ed Berlin, Bob Williford, Anita Fritz, Alex Cooley, Kurt Seaman, Jaydon Grazick, Roberts80 and GPSK12 Webex - unidentified participants

Approval of previous minutes - Jean Wall motions, 2nd by Mayor, Approved unanimously

Financial Updates re: temporary site

Dennis Ross – has geotechnical engineer and other bills totaling \$8500

Neil – these are items we don't try to identify at the time of the contract. These will fall under a line item "budgeted reimbursable expenses" in the final budget.

Lab tests are coming back on site – we will report out in Thursday's meeting on these.

Architectural Updates

Contract between city and architect are finalized

Submittal and bid updates

Adam Champagne (Pacheco Ross)

- RFPs for temp offices / bunk room module temp living side of fire station went out - **due back Jan 21**. Since issuance one addendum has been issued with minor clarifications. Will issue a second addendum with a sample contract to get the best price possible (out Monday Jan 18). By end of month will have recommendation for award.

- Truck housing RFPs went out January 6. Last day for questions Jan 15. **Due back February 4th**. Recommendation for award will be around February 10.
- On schedule

Neil adds – We have begun next level of design, which entails coordinating owner (City of Greenfield) provided services (DPW / Marlo, Staff IT at City). Need to give City staff time to dig into RFP responses to determine what they can take on. **Then we will issue proposals for services the City cannot provide, or which are best suited to an outside vendor.**

David M – is it possible to put together a list of what we are asking the city to take on? (outside the bunker and bay structures) Can we have that before the next meeting?

Adam – yes we have a graphical version and can put it into a document form

Neil – we can have some level of detail by next meeting – we meet with Marlo next week.

David – understand it will be an ongoing document that evolves

Mayor – will these additional items incur further delay with bidding?

Neil – they should fall under state contracts where vendor fees are stipulated - we can go with a scope of work and get an estimate with a one week turnaround and no bid required

David M– great it will help us to see what’s going out to proposal vs done by town group

Bid Review Logistics:

Neil describes the process once we receive the proposals:

- RFPs will come in two envelopes. 1 - Non price related elements of the proposal, and 2 - second envelope with the price information.
- **We are forced to select the best fit without knowing what the price is, through a ranking based on technical merits – the team that evaluates the technical merits is not supposed to see the pricing.**
- **Once evaluations are completed, the priced proposal can be reviewed, and negotiation with the party. (this is not a hard bid)**
- *Not clear whether we can open all of the priced proposals or only the one we intend to select, negotiate, and then so on. **Neil will get clarification from the IGs office about whether we can open additional price envelopes prior to completing negotiation, or if we can open them all right after the technical evaluation.***
- *Mayor - Has to be a public opening of the bids*

*David reminds us that a **Ranking Committee** was identified in previous meeting to conduct this review – (see Dec 7 minutes for information on team formation to include: Neil Joyce, Pacheco-Ross staff, Laura Phelps (City), Mayor, Chief Strahan, Dave Moscaritolo, Jean Wall, Peter McIver)*

Tentative Review timeline:

- Team will acquire materials (due by 11 am Jan 21) from city hall to review over the weekend (reviewers must pick them up Friday Jan 22)
- Then we set up a meeting of Ranking Committee, highlight the pros and cons

- There are several identified criteria outlined in the RFP, the team can come up with additional criteria
- If we can develop a consensus great or we can reconvene in person to give people time to vet the proposals thoroughly
- Next Meeting of this subcommittee (January 25th) is only a few days after bids received, so that subgroup may have enough time to make recommendations to this committee –

David & Mayor propose replacing next meeting with Ranking Cmte convening – no decision.

David Singer – After the ranking is done, the full Fire Station Committee makes the decision right? Will the full committee be able to be involved with the ranking?

Neil – the team and full temporary fire station committee will be asked to accept that ranking

Mayor – Neil will present the ranking outcomes to the full Committee

David Singer – this temporary committee is a subcommittee of a full committee, which was tasked to bring full information before the full committee to advise the group as to how to proceed.

Jean– when I served on a building committee we all met, were all given a sheet with ranking criteria, and filled it in as the proposals were read. We need to all participate in the ranking and in the decisions that are made. It's so important and I don't see why 3-4 people get to do it.

Chief Strahan – would it be permissible to task the smaller team to identify a smaller number of proposals to forward to the larger group? What I'm fearful of is getting bogged down in a very large number of proposals.

Carole – when you are ranking technical proposals there are criteria that Laura from the City included that go along with the rfq. It would be hard for people who were not involved in the technical review to make an informed decision. The review team would need to bring forward details from the criteria (such as years of experience) to the rest of the committee. (Neil points out it's an RFP not RFQ)

David M – I want to make sure that everybody understands the process in case the public has a question on the process, with respect to ranking.

David S – I picture the temp Subcommittee meeting as a place to discuss the rankings, with full committee members attending as they see fit. There has to be a way for the full committee to have a chance to participate – see who bid and what the details to bid are.

(Further discussion about changing the process agreed to at last meeting – review by a Ranking Committee consisting of all voting members of the Temporary Fire Station Subcommittee except Stromsten and Forgey).

David M – We will have to bring a recommendation to the full board, at which time we can then negotiate with the proposer. This relates back to the question of how to bring forward a recommendation from the subcommittee to the Full committee.

Jen S – We chose a small review team because they were asked to commit to a very fast and thorough review (2 days) to keep us on schedule.

Process from Review to Recommendation to Selection:

- **Ranking Committee** (sub group of temp subcommittee) does the ranking (technical, then price)
- **Temporary Fire Station Subcommittee** reviews ranking committee findings, and makes recommendation to Full Fire Station Committee
- The **Full Fire Station Committee** will make final decision

Every member of the **Full Fire Station Committee** will have a chance to participate and vote

Review Project Schedule

See proposal review timeline above – bids coming back next week and first week of February.

Mayor has to go for the library funding extension in February or March. Mayor seeks guidance on when to ask for the extension – waiting to see all bids and constructions schedule feels too late. We know we want these buildings built by end of June.

*Neil – we will have much better information when we negotiate with the parties for the offices and apparatus bays. We put into the proposals that we expect mid-April completion, so we have 2.5 months to fit them out and transfer from old fire station. **Anticipate that conversation in early February, getting awardee to commit to that schedule.***

Ed Berlin – Library plans to make their April 21 deadline with has to do with their construction docs, so if they need to ask for an extension it will be around July 1st. We are really hopeful that given fire station progress that we won't need the extension.

Mayor – I was concerned about the ground breaking.

New Items

Ranking Committee

David M brought us back to the question of whether to leave the Ranking Committee as approved in December, or ask the other two voting members of the Temporary Fire Station Subcommittee (Jen and Herb – who are willing to do it but also happy to leave as is) join in the ranking as well. **No one motioned to change the plan.**

Disposition of Firehouse Items

Chief – I had a small working group of retired firefighters dealing with the artifacts but I'm getting apprehensive about the volume of items in the firehouse that needs to be moved. If there is stuff we can start moving into trailers, too much needs to get moved out to be left to the last minute.

David M - will make this a February 8 agenda item.

Neil – can we get an inventory?

Jen S – we need to know the categories, like records we have to keep or could digitize vs items that can get stored in the soon to be old library vs what needs climate control.

Pete McIver – What has been accounted for in the temporary space that we need to bulk store on site, dry but not climate controlled like hazardous materials suits.

Dennis – room is limited on site (Conex trailers will come at the expense of parking)

Katrina Pacheco – what's the status of the acquisition?

Mayor – Still in negotiation, hope to have something to discuss on Thursday.

Next meeting January 25, 2020

Motion to adjourn at 5:30 pm at Mayor motion, Jean Wall seconds, unanimous